		CITY	
2007 CO	MPI IANCE GI	UIDE SUPPLEN	/FNT

<u>Purpose</u>: To document new or revised compliance items to be tested and/or document testing.

Source: Workpapers as referenced.

Scope: Compliance items tested each year are based on risk assessment.

<u>Conclusion</u>: Compliance selections and/or testing is documented per Compliance Guide and workpapers.

	FY07	FY08
Incharge		
Manager		
Independent Reviewer		

In addition to the updated City Compliance Guide, we have made available this 2007 City Compliance Guide Supplement which details all changes made to the prior year City Compliance Guide. This supplement may be used to update the prior year compliance guide in lieu of completing a new guide each year.

		npl ted/FY			FY07	,			FY08	
	Cate- gory	Non-compl iance Noted/FY	Sele-	Done	WP Ref	Remarks	Sele- cted	Done		Remarks
AUDIT PLANNING:			Risk:	H M	L		Risk:	. H M	L	
AUDIT PLANNING: 1. f. 2) (07) A list of all claims allowed (including the reason for the claim).	2		Risk:	H M	L		Risk:	H M	L	

		Non-compl iance Noted/FY			FY07	,			FY08	
	Cate- gory	Non-co iance N	Sele- cted	Done By	WP Ref	Remarks	Sele- cted	Done By	WP Ref	Remarks
LONG TERM DEBT:			Risk:	Н М	L		Risk:	н м	L	
4. (07) Determine that loan and other agreements comply with Chapters 364.4(4), 384.24A, 384.83, 403.9 and 423B.9 of the Code of Iowa.	3		KISK	- H M	L		KISK:			

		ıpl ted/FY			FY07	,			FY08	
	Cate- gory		Sele- cted	Done By	WP Ref	Remarks	Sele- cted	Done By	WP Ref	Remarks
FUND BALANCE:			Risk:	H M	L		Risk:	Н М	L	
5. (07) Determine the City filed the annual report for a perpetual care cemetery with the Insurance Commissioner within four months following the end of the cemetery's fiscal year in accordance with Chapter 523I.813 of the Code of Iowa.	3		TXSX.				TKOK.			

		1 d/FY								
		mp lote			FY07	7			FY08	
	Cate- gory	Non-compl iance Noted/FY	Sele- cted	Done By	WP Ref	Remarks	Sele- cted	Done By	WP Ref	Remarks
RECEIPTS/REVENUES:			Risk:	H M	L		Risk:	н м	L	
2. b. (07) Determine that hotel/motel tax receipts were credited to the General Fund in accordance with Chapter 423A.7(3) of the Code of Iowa and expended in accordance with Chapter 423A.7(4) of the Code of Iowa.	2		Risk	H M	L		Risk:	H M	L	

		Ϋ́								
		1 d/F								
		omp Note		1	FY07	,		-	FY08	
	Cate-		Sele-		WP			Done	WP	
	gory	ž i	cted		Ref	Remarks	cted	•	Ref	Remarks
DISBURSEMENTS/EXPENDITURES:			Risk:	H M	L		Risk:	H M	L	
3. d. (07) Real property acquired for the urban renewal project was acquired in accordance with Chapter 403.5(4) of the Code of Iowa and after the Council approved the urban renewal project.	2									
5. (07) For capital projects and other construction contracts (for Code requirements applicable prior to 1-1-07, refer to the 2006 Compliance Guide):										
a. (07) Determine the City complied with public hearing and bidding requirements in accordance with Chapters 26.3 through 26.13 of the Code of Iowa including:										
1) (07) For public improvements (other than road, bridge and culvert projects) with an estimated total cost in excess of the competitive bid threshold in Chapter 26.3 or as established in Chapter 314.1B (\$100,000 effective 1-1-07).	2									
2) (07) For contracts for road, bridge or culvert construction work where the engineer's estimate exceeds the amount established by the bid threshold committee per Chapter 314.1B of the Code of Iowa. (For a City with population of 50,000 or less, \$40,000 effective 1-1-07 and for a City with population of more than 50,000, \$57,000 effective 1-1-07.	2									

		Non-compl iance Noted/FY			FY07	7			FY08	
	Cate-	Non-cor iance N	Sele- cted		WP Ref	Remarks	Sele- cted		WP Ref	Remarks
DISBURSEMENTS/EXPENDITURES (continued):			Risk:	н м	L		Risk:	Н М	L	
3) (07) Determine the City advertised for sealed bids as provided in Chapter 26.3 of the Code of Iowa and published notice more than 20 days but not more than 45 days before the date for filing bids.	2									
4) (07) Determine the City published notice of the public hearing not less than 4 nor more than 20 days before the date of the hearing as provided in Chapters 26.12 and 362.3 of the Code of Iowa.	2									
5) (07) Determine the City had an engineer licensed under Chapter 542B or an architect registered under Chapter 544A prepare the plans and specifications and calculate the estimated total cost of the proposed public improvement as required by Chapter 26.3 of the Code of Iowa.	2									
6) (07) Determine the City awarded the contract for the public improvement to the lowest responsive, responsible bidder as required by Chapter 26.9 of the Code of Iowa.	2									
b. (07) Determine the City received competitive quotes for public improvement projects (other than road, bridge and culvert projects) in accordance with Chapter 26.14 of the Code of Iowa for projects with estimated costs less than required bid thresholds but greater than the threshold amount established by the bid threshold committee per Chapter 314.1B of the Code of Iowa. (For a City with population of less than 50,000, \$40,000 effective 1-1-07 and for a City with population of 50,000 or more, \$57,000 effective 1-1-07)	2									

		>	I								
		Non-compl iance Noted/FY				FY07	7			FY08	
	Cate- gory	Non-co iance l		Sele- cted		WP Ref	Remarks	Sele- cted	Done By	WP Ref	Remarks
DISBURSEMENTS/EXPENDITURES (continued):				Risk:	H M	L	1	Risk:	H M	L	
1) (07) For work performed by City employees, other than repair or maintenance work, determine the County filed a quotation for the work to be performed in the same manner as a contractor as required by Chapter 26.14(3)(a) of the Code of Iowa.	2										
2) (07) Determine the City awarded the contract for the public improvement to the contractor submitting the lowest responsive, responsible quotation as required by Chapter 26.14(3)(b) of the Code of Iowa.	2										
c. (07) Determine that any enhancement payments made for early completion of the project did not exceed 10 percent of the value of the contract in accordance with Chapter 26.9 of the Code of Iowa.	3										
d. (07) Determine that the City applied for and received sales tax refunds on completed projects unless an exemption certificate was issued by the City for the contractor per Chapter 423.3(80)(b) of the Code of Iowa.	3										
e. (07) For public improvement projects including road, bridge and culvert projects, determine the City complied with requirements for the early release of retained funds in accordance with Chapter 26.13 of the Code of Iowa.	3										
6. (07) Determine mileage was paid at a rate approved by the Council and not in excess of amount allowable under Federal Internal Revenue Service rules as provided by Chapter 70A.9 of the Code of Iowa.	2										

BUDGETS: 4. (07) Determine the following regarding the Tax Increment Debt Certificate: a. (07) The amounts certified represent loans, advances, indebtedness or bounds which qualify for payment from the County TIF revenues for each urban renewal area in the municipality in accordance with Chapter 403.19(5)(a) of the Code of Iowa and the certificate was filled by December 1. b. (07) The municipality certified a reduction to the amount previously certified by December 1 in the year action was taken which resulted in the reduction, as required by Chapter 403.19(5)(b) of the Code of Iowa. (Reductions may result from payment from sources other than TIF revenue, reduction of required principal and interest payments due to refunding or refinancing of the		708
## BUDGETS: 4. (07) Determine the following regarding the Tax Increment Debt Certificate: a. (07) The amounts certified represent loans, advances, indebtedness or bounds which qualify for payment from the County TIF revenues for each urban renewal area in the municipality in accordance with Chapter 403.19(5)(a) of the Code of Iowa and the certificate was filed by December 1. b. (07) The municipality certified a reduction to the amount previously certified by December 1 in the year action was taken which resulted in the reduction, as required by Chapter 403.19(5)(b) of the Code of Iowa. (Reductions may result from payment from sources other than TIF revenue, reduction of required principal and interest payments due to refunding or refinancing of the		VP lef Remarks
Increment Debt Certificate: a. (07) The amounts certified represent loans, advances, indebtedness or bounds which qualify for payment from the County TIF revenues for each urban renewal area in the municipality in accordance with Chapter 403.19(5)(a) of the Code of Iowa and the certificate was filed by December 1. b. (07) The municipality certified a reduction to the amount previously certified by December 1 in the year action was taken which resulted in the reduction, as required by Chapter 403.19(5)(b) of the Code of Iowa. (Reductions may result from payment from sources other than TIF revenue, reduction of required principal and interest payments due to refunding or refinancing of the	BUDO	
advances, indebtedness or bounds which qualify for payment from the County TIF revenues for each urban renewal area in the municipality in accordance with Chapter 403.19(5)(a) of the Code of Iowa and the certificate was filed by December 1. b. (07) The municipality certified a reduction to the amount previously certified by December 1 in the year action was taken which resulted in the reduction, as required by Chapter 403.19(5)(b) of the Code of Iowa. (Reductions may result from payment from sources other than TIF revenue, reduction of required principal and interest payments due to refunding or refinancing of the		
to the amount previously certified by December 1 in the year action was taken which resulted in the reduction, as required by Chapter 403.19(5)(b) of the Code of Iowa. (Reductions may result from payment from sources other than TIF revenue, reduction of required principal and interest payments due to refunding or refinancing of the		
obligation or for any other reason).		

		Non-compl iance Noted/FY				FY07				FY08	
	Cate- gory	Non-cor iance N	3	Sele- cted	Done By	WP Ref	Remarks	Sele- cted	Done By	WP Ref	Remarks
ADDENDUM:				Risk:	н м	L		Risk:	H M	L	
INVESTMENTS:											
1. b. (07) Interest on cemetery perpetual care is recorded in the General Fund or other fund used for cemetery operations in accordance with Chapter 523I.508 of the Code of Iowa.	4										